

MINUTES

IT Strategic Planning Committee

ATTENDEES - Revised

DATE	August 2, 2006
TIME	10:00 AM – 12 Noon
LOCATION	State Library and Archives Large Meeting Room
RECORDER	Alisanne Maffei, Strategic Planner

Name	Attend ✓	Name	Attend ✓
Andrew Clinger, Department of Administration		Co-Chair – Terry Savage, Department of Information Technology	✓
Administration, Dave McTeer	✓	Education, Keith Rheault	
Janet Murphy	✓	Governor's Office, Keith Munro	
Agriculture, Don Henderson		Homeland, Giles Vanderhoof	
B&I, Doug Walther		Military, Miles Celio	✓
Laurie Flynn	✓	Motor Vehicles, Ginny Lewis	✓
CNR, Allen Biaggi		PEBP, Forrest Thorne	✓
Kay Scherer	✓	Personnel, Jeanne Greene	✓
Corrections, Glen Whorton		Public Safety, George Togliatti	
Cultural Affairs, Scott Sisco	✓	PK O'Neill	
Sara Jones	✓	Mindy McKay	✓
Teri Mark, Presenter	✓	Taxation, Dino Dicianno	
DETR, Terry Johnson		Tom Summers	✓
David Haws	✓	Transportation, Robert Chisel	✓
DHHS, Mike Willden		Veteran's Service, Tim Tetz	✓
Michael Torvinen		Wildlife, Doug Hunt	
DoIT, Donna Crutcher	✓	Bob Haughian	✓
Chris Finnegan	✓		
Jack Harris	✓		
Alisanne Maffei	✓		

CALL TO ORDER

I Introduction

- Terry Savage, Department of Information Technology, called the meeting to order.

II Review and Approval of the Minutes

- After review of the July meeting minutes, it was moved by Scott Sisco and seconded by Woody Thorne to accept the minutes. The minutes from July 10, 2006 were accepted as presented.

III Strategic Enterprise Topics

- Teri Mark, State Records Manager, Cultural Affairs, made a presentation on cover the legality of electronic records.
- Teri stressed long term preservation of records requires adequate criteria such as authenticity to verify no modification has occurred to the record as approved, secure and confidential maintenance of the record, and no vulnerability of loss for asset management.
- The importance of access, transaction capture, backups and other record issues were discussed.
- Teri stated a records retention schedule must be maintained for records [3 years or less, permanent records, and any time frames in between]
- Teri Mark requested contact at tjmark@clan.lib.nv.us for additional questions.

IV Standards Review

- The Database Technical Standard was referred back to committee to clarify the standard applies to vital or critical applications as identified with the CBTAP process, and to clarify the intention of the capacity requirement for greater than 100 simultaneous connections, given current seat based apps within the state. The standard will be amended with the vital or critical notations and “Individual agencies using client access based licensing may elect to purchase a lower number of client access licenses based on their particular requirements.”
- The Computer Incident Response Standard applies only to IT Computer Security Incident Responses and was moved and seconded for approval. The Standard was approved with the changes as stated.
- The Patch and Upgrade Management Standard had no changes and was held over for additional review of the impact statement template. It was requested to have the template provide an agency estimation module to determine potential impact to the individual agency.

V IT Governance – Impact Statement Template Development

- It was requested to add an individual agency estimator to the IT Impact Statement Template that is currently used to estimate the cost/benefit to the state. This will be reviewed at the next ITSPC meeting using the Patch and Upgrade Management Standard.

VI Updates

- Terry Savage provided an update on the Department of Information Technology executive staff changes and interview schedules.
- Terry reviewed the IT Advisory Board (ITAB) agenda.
- The feedback survey for the Critical Business Technology Assessment Project (CBTAP) has been sent to CBTAP users.

- Terry Savage indicated the IT Governance Committees were meeting as intended. The IT Workforce and Enterprise Architecture Committees both met on July 20, and Integration Committee met July 27th.
- Dave McTeer stated that the Supreme Court was coming on line with Enterprise E-payments.
- Dave McTeer provided update for Videoconferencing Projects. Most equipment has been delivered, and generally all is expected to be delivered and installed by end of September.
- The monthly Bill Draft Request (BDR) Update was presented to the committee. Currently there are two BDR's related to the electronic transfer of funds, one on electronic monitoring of convicted child molesters, and one that requires the Office for Consumer Health Assistance provide certain information to consumers concerning prescription drugs and pharmaceutical services on WebPages that may be of interest to the ITSPC. Alisanne Maffei requested to be notified of technology related BDR's identified for inclusion.

VI Future Issues/New Business - None noted

VII WRAP UP

- The September Meeting of the ITSPC is scheduled for Thursday, September 7, 2006 from 10:00 AM – 12:00 Noon in the Library and Archives Large Conference Room.
- The IT Advisory Board (ITAB) is scheduled for Wednesday, September 13, 2006 at 2:00 pm in LCB 2134 in Carson City and Grant Sawyer V4401 in Las Vegas.

Related Links/Contact Information:

Link for BDR Tracking: <https://www.leg.state.nv.us/74th/BDRList/>

Nevada State Agencies Video Conferencing Contact listing : http://doit.nv.gov/DoIT_Meetings.htm

Training User Guide http://infosec.intranet.nv.gov/Security_Training.htm

Security Awareness Program http://infosec.nv.gov/Security_Services.htm#Awareness

IT Strategic Planning Committee: http://nitoc.nv.gov/IT_StrategicPlan.htm

Nevada IT Governance Standards http://nitoc.nv.gov/document_index.htm#Operations

The Critical Business Technology Assessment Program (CBTAP) Tool: <http://doit.nv.gov/cbtap/>

SilverSource updated link: <http://silversource.state.nv.us/>

State of Nevada Vision Statement and Mission Statement, State of Nevada Strategic Plan

http://budget.state.nv.us/BudgetInst_07_09/chapters/budget_instructions_2007_2009_hq1_%20APPENDIX%20A%20-%20NEVADA%20STATE%20STRATEGIC%20PLAN_38.pdf

Nevada Communications Steering Committee website: <http://ncsc.nv.gov/>

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies - ongoing	Alisanne Maffei
3.	Draft update for NITOC policy including impact statement	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Presentation to the committee on IT assessments and trended data	A. Maffei coord
7.	Research other states funding mechanisms for applicability	A. Maffei/S. McGee
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei
9.	IT related BDR's of interest are to be reviewed and tracked	Alisanne Maffei